

ATTACHMENT D
SCHOLARSHIP
AND
VACANCY ANNOUNCEMENT
(22 January 03)

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CHECKLIST

**THIS CHECKLIST IS REQUIRED TO BE AT THE FRONT OF EACH APPLICANT PACKAGE,
AND SIGNED OFF BY THE STUDENT APPLICANT AND THE PI.**

1. Provide address at school and permanent address as well (if different)

Student Name: _____ Perm. Address: _____
School Address: _____

_____ Perm. Ph.# _____

2. Student Phone number: _____; cell: _____

3. Student Email Address: _____

4. U.S. Citizen Yes _____ No _____

5. Transcript(s) provided: Yes _____ No _____

6. GPA: _____

7. References:

a. Current Student: Letter from PI/Department: _____

b. NEW Applicant Two References _____:

8. **OF612 Optional Application for Federal Employment Form signed and completed (this is required).**

9. OF612 Optional Application for Federal Employment Supplemental Academic Sufficiency Statement, including anticipated date of graduation: _____

10. OF612 Supplemental Competency Statement: _____

11. Supplemental Statement of General Academic and Employment Conditions: _____

12. Veteran: yes _____ no _____ 5 or 10 yr: _____ Proof of eligibility contained herein: _____

13. Resume included (recommended): _____

14. Information on prior awards/certifications received/employment included: _____

1. BACKGROUND

Information security (assurance) is considered so important to our national defense that a formal DoD Information Assurance Scholarship Program was established by the National Defense Authorization Act for 2001 (Public Law 106-398). The purpose is to promote the education, recruitment, and retention of *rising junior and senior undergraduate and graduate/doctoral students* in information security (assurance) studies and of students seeking graduate certificates in information assurance disciplines.

The Department of Defense is seeking *rising junior and senior undergraduate and graduate/doctoral students* who are interested in *full-ride scholarships* for concentrated studies in information security. Students selected for the program will receive scholarships. This requires the student to agree to serve one year of service for each year of scholarship, in addition to the internship identified below. An opportunity also exists for Reserve and National Guard participation. The time frame for pay back under these scenarios is a little different given the nature of the work for the Reserves and National Guard. The obligated service commitment here will be considered to be “two-for-one”, rather than “one-for-one” as it is for those participating in the DoD Civilian workforce. If you are interested in the National Guard or Reserves, as a means to meeting your requirements, please indicate this in the application.

During breaks in their academic studies, Information Assurance Scholars will receive progressive, hands-on experience in information security *internships*. In return, scholars must agree to some restrictions and obligations regarding curriculum, GPA, and pre- and post-program employment. If all conditions are met, Information Assurance Scholars will receive full-time *conditional/permanent positions* in agencies and components of the Department of Defense on program completion.

HOW TO APPLY
<ol style="list-style-type: none">1. Only students at designated NSA Centers of Academic Excellence in Information Assurance Education (CAE/IAE) may apply. Review the list of schools included with this announcement for clarification.2. Review all application instructions and materials included with this announcement. Pay close attention to the mandatory conditions of financial assistance and employment.3. Check with the identified Point of Contact for your college or university to find out what you must do to apply and to obtain an augmented application package if your school requires one. (Application due dates and requirements may vary from school to school.)4. Obtain all of the information required for a complete application package. You must provide all information that is requested in this announcement, plus any information that may be required by your school. (Application due dates and requirements may vary from school to school.)5. Fill out and sign the OF612 (Optional Application for Federal Employment). Complete and sign all supplemental statements that are part of the OF612 and that your school requires.6. DO NOT SUBMIT YOUR APPLICATION TO THE DEPARTMENT OF DEFENSE. Submit your application package directly to the appropriate Point of Contact for your college or university. See the list included with this announcement for the identity of that person.

2. DESCRIPTION OF SCHOLARSHIP AND EMPLOYMENT OPPORTUNITY

The National Defense Authorization Act (Public Law 106-398) directed the Department of Defense (DoD) to establish an Information Assurance Scholarship Program (IASP). The

purposes of the program are to recruit and retain well-qualified personnel for work in the vital information assurance field and to cultivate continuing capacity for information assurance workforce development at select institutions of higher learning (called “Centers of Academic Excellence in Information Assurance Education (CAE/IAE)”) throughout the United States. As directed by the Secretary of Defense, the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) (OASD(C3I)) has delegated authority and responsibility to establish scholarship and institutional grant programs to achieve these purposes, including the authority to conduct civilian employee recruitment for these purposes. This is the third year of the program, which is executed by the National Information Assurance Education and Training Program (NIETP) of the National Security Agency (NSA).

Rising junior and senior undergraduates, masters and doctoral candidates, and graduate certificate program students who are U.S. citizens and are at least 18 years of age are eligible for consideration for the program. Information assurance scholarships will pay for the full cost of tuition, fees, books, lab expenses, supplies and equipment incurred by students selected for the program. In addition, students selected for the program will be provided a stipend to cover room and board expenses: undergraduate students will receive a stipend of \$10,000, and graduate (masters and PhD) students will receive a stipend of \$15,000, per academic year. Disabled students may receive additional allowances. There are no allowances for dependents. Additional years of scholarship awards are dependent upon satisfactory academic progress, internship performance, and the availability of funds. Returning students will be given first priority over new students to the program as long as they continue to meet the IASP requirements. Scholarship recipients who successfully complete the terms of an initial one or two year scholarship (for example, complete an undergraduate degree), may apply for a second scholarship of up to two years for completing an advanced degree or graduate certificate program.

P.L. 106-398 anticipates that recipients of information assurance scholarships will participate in experiential learning assignments (called “internships” in the law) while completing their academic degree programs. The Student Career Experience Program (SCEP) appointment authority established by the Office of Personnel Management will be one of the means used to establish the relationship between scholarship and internship. Some agencies are eligible to participate through excepted service, and will bring students in to perform internships, in accordance with the regulations of their Agency. Under the SCEP appointment, scholarship recipients will receive federal civilian appointments in the General Schedule (GS) pay plan as “Student Trainees.” This appointment authority also allows federal employers to offer prospective applicants the recruitment incentive of conversion to permanent, full-time status as federal employees without further competition upon successful completion of academic and internship program requirements. The SCEP is described in detail at 5 CFR 213.3202 (<http://www.opm.gov/employ/students/2133202.HTM>). For more information on the Student Employment Programs, please see <http://www.opm.gov/employ/students/index.htm>. Some of the DoD Agencies are exempt from the SCEP appointments, and will bring interns (and student hires) on board through their appropriate hiring authorities.

Information Assurance Scholars will be appointed at those General Schedule grade levels for which qualified and selected by DoD component officials. Since the Area of Consideration

for scholarship and SCEP applicants includes rising junior and senior year undergraduates, masters and doctoral degree candidates, and graduate/doctoral certificate program students, it is anticipated that applicants will (variously) meet minimum qualification standards for Student Trainee appointments at GS-0099-4, GS-0099-5, GS-0099-7, and GS-0099-9. The Military Departments and DoD components that select and appoint students will decide at what grade levels successful Information Assurance Scholars will be appointed in light of any applicable component-unique factors such as the target occupations or full-performance position levels for the candidates. To obtain some information on the general salary schedules, please visit <http://www.opm.gov/oca/03tables/indexGS.asp>.

3. MINIMUM ELIGIBILITY FOR SCHOLARSHIP AND APPOINTMENT

To be eligible for the Information Assurance Scholarship and Student Career Experience Program opportunity described in this announcement, you must meet all of the following minimum requirements:

1. You must be 18 years of age or older.
2. You must be a citizen of the United States at the time of application. ***Note, if family members are not U.S. Citizens, some Agencies may be unable to process the applicant (student) to the security clearance level required. Every effort will be made to assign eligible students at an Agency without such restrictions.***
3. You must be enrolled (or accepted for enrollment) in one of the identified CAE/IAE colleges or universities listed in this announcement, or enrolled (or accepted for enrollment) at an institution selected by a CAE/IAE as a collaborative partner for these purposes.
4. You must have completed (or by September 2003 will have completed) at a minimum the first two years of an undergraduate degree program and be eligible to (a) begin either the third or fourth years of an undergraduate degree program; (b) begin the first or second year of a masters degree program; (c) pursue doctoral studies; or (d) complete a graduate certificate program in information assurance.
5. You must be pursuing a course of study and/or have a declared major in one of the scientific, technical or managerial disciplines related to computer and network security, with a concentration in an information assurance function.
 - a. For these purposes, the scientific, technical and managerial disciplines related to computer and network security are:
 - i. Mathematics
 - ii. Biometrics
 - iii. Electrical Engineering
 - iv. Electronic Engineering
 - v. Computer Science
 - vi. Computer Engineering
 - vii. Software Engineering
 - viii. Computer Programming
 - ix. Computer Support
 - x. Data Base Administration
 - xi. Computer Systems Analysis
 - xii. Operations Research
 - xiii. Information Security (Assurance)
 - xiv. Business Management or Administration

- b. For these purposes, the information assurance functions are:
 - i. System/Network Administration and Operations
 - ii. Systems Security Engineering
 - iii. Information Assurance Systems and Product Acquisition
 - iv. Cryptography
 - v. Threat and Vulnerability Assessment, to include Risk Management
 - vi. Web Security
 - vii. Operations of Computer Emergency Response Teams
 - viii. Information Assurance Training, Education and Management
 - ix. Computer Forensics
 - x. Defensive Information Systems
- 6. Your school (CAE/IAE) must recommend you for scholarship.

4. AREA OF CONSIDERATION

The Area of Consideration for the Information Assurance Scholarship and Student Career Experience Program consists of rising Junior and Senior undergraduate, master, doctorate and graduate-level certificate program students who are enrolled (or accepted for enrollment) at the colleges and universities listed in the Annex.

Each CAE/IAE may select additional institutions of higher education as collaborating partners in implementation of the Information Assurance Scholarship Program. Students enrolled, or accepted for enrollment, at the collaborating institutions are also within the Area of Consideration. The identity of collaborating partner institutions, IF ANY, must be obtained from the CAE/IAEs.

Each CAE/IAE has designated a campus liaison, or Principal Investigator (P.I.), for Information Assurance Scholarship Program management and administration. The annex provides points of contact for the current CAE/IAEs.

5. GENERAL INFORMATION

a. Application Forms and Materials

On this and the following pages you will find instructions for preparing and submitting an application for the Information Assurance Scholarship and Student Career Experience Program, as well as application forms and materials. Please read all information and instructions for application preparation before you begin. The application itself consists of “Optional Form 612 - Optional Application for Federal Employment” and all of its required supplements, as described below in the section titled “Application Content Requirements.” **If the OF612 is not filled out, and turned in, an application will be deemed non-responsive** (note the form is accessible via the web page, and may also be incorporated in any hard copy packages you obtain from the University).

Please be aware that your school (CAE/IAE) is required by the Department of Defense to participate in the evaluation of your application for scholarship assistance under this program. Your school may fulfill its responsibilities to evaluate your application in a variety of ways. Your school might constitute a panel to review your application materials or conduct interviews

with you or other applicants. To fulfill its responsibilities, your school may require that you obtain and submit information and/or materials in addition to those required in this application package. Any written information or material that your school requires shall become the CAE/IAE Supplement to your OF612 and must be included in the final application package that your school transmits to the Department of Defense in order for you to receive consideration.

Therefore, if you are interested in applying for this opportunity, ***you should check with the Information Assurance Scholarship Program Point of Contact for your school immediately*** to learn of any additional application requirements (see the annex for numbers).

Privacy and Public Burden Statements

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. Section 1104 of Title 5 allows the Office of Personnel Management to authorize other federal agencies to rate applicants for Federal jobs. We need the information requested in this vacancy announcement to evaluate your qualifications, that is, to see how well your education and work skills qualify you for a Federal job and for tuition assistance pursuant to P.L. 106-398 and the Code of Federal Regulations, Title 5, Chapter 1, Part 213, Subpart C, Section 213.3202(b)(17). Other laws require us to ask about citizenship and military service, to see whether you are affected by laws we must follow in deciding whom the Federal Government may employ.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birth date. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. Giving us your SSN or any other information is voluntary. However, we cannot process your application if you do not give us the information we request. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans. If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. **Ensure your last name and social security number are contained on the top right of each page.** We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs,

contracting, or issuing licenses, grants, or other benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, and congressional offices in connection with their official functions.

We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether an employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to an employee about fitness-for-duty or agency-filed disability retirement procedures.

We estimate the public burden for reporting the employment information will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.

b. Veteran's Preference in Hiring

If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veteran's preference. For further details, call the Office of Personnel Management at 912-757-3000.

To claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility, to your Optional Form 612 - Optional Application for Federal Employment, as required at Item 15 of the application.

To claim 10-point veterans' preference, attach a SF 15, Application for 10-Point Veterans' Preference, plus the proof required by that form, to your Optional Form 612 - Optional Application for Federal Employment, as required at Item 15 of the application.

c. Applicants With Disabilities

You can find out about alternatives for submitting your application by calling the Office of Personnel Management at 912-757-3000. If you have a hearing disability, call TDD 912-744-2299. You can obtain case-by-case assistance by calling the Department of Defense point of contact for this announcement. The name, address, and telephone number of the points of contact for this announcement are below:

Ms. Christine Nickell, DoD IASP
National Security Agency
Attn: NIETP, I2, Suite 6752
9800 Savage Road
Fort George G. Meade, MD 20755-6752
Phone: 410-854-6206

d. Equal Employment Opportunity

The Department of Defense is an Equal Opportunity Employer. All qualified persons shall receive consideration for this opportunity without regard to political, religious, labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical disability, age, or sexual orientation.

5. OTHER IMPORTANT INFORMATION ABOUT THIS OPPORTUNITY

Before hiring you, the appointing agency will ask you to complete a Declaration for Federal Employment or other agency or component specific form to determine your suitability for Federal employment and to authorize a background investigation of your suitability. The agency will also ask you to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

You will be required to obtain and maintain eligibility for a security clearance in order to receive financial (scholarship) assistance or an appointment under the Information Assurance Scholarship and Student Career Experience Program. The appointing agency will ask you to complete certain forms to initiate the security clearance process. These forms require you to reveal many details about your background, including your financial circumstances, and other sensitive matters such as any arrests and/or convictions for offenses of any kind. You must complete these forms as a condition of financial assistance and appointment.

If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Federal law prohibits officials from appointing, promoting, or recommending their relatives.

Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the employee's payroll office may garnishee their salary.

APPLICATION CONTENT REQUIREMENTS

6. APPLICATION CONTENT REQUIREMENTS *for CURRENT IASP STUDENTS WHO ARE REAPPLYING:*

- An acceptable application package for the Information Assurance Scholarship and Student Career Experience Program consists of a letter and the maintenance of your grade point average.
 - One (1) Letter of Reference from the current Principal Investigator or key faculty member who is fully knowledgeable of your potential for successful learning, your knowledge, and your ability, *based upon this past year of effort*.
 - Official (certified) or unofficial (current and accurate, but not certified) copies of all of your transcripts from all the institutions of higher learning you have attended, ***SINCE*** your last submission. You are required to maintain the appropriate grade point average to maintain your status in the program.
- **Note regarding the Supplemental Statement of General Academic and Employment Conditions.** This form has been submitted under your previous application. Following the selection of students for scholarship, letters will be sent to selected students, containing similar information, which affirms the student's willingness to commit to the internship (if applicable) and the obligated service requirement. It will also note that failure to do so will require pay back of Scholarship to the U.S. Government. Once signed, this will be attached to previous documentation for the record. Therefore, it is not necessary to submit the supplemental statement again.

7. APPLICATION CONTENT REQUIREMENTS *for STUDENTS NOT CURRENTLY IN THE IASP:*

An acceptable application package for the Information Assurance Scholarship and Student Career Experience Program consists of a completed, signed, and dated **Optional Form 612 (OF612 - Optional Application for Federal Employment)**, all of the supplements to the OF612 described below, AND all written information or materials required by your school (CAE/IAE):

- **Supplemental OF612 Continuation Sheets.** If the OF612 does not have sufficient space for you to provide complete answers to all questions asked, you must attach separate sheets of plain 8 1/2" X 11" paper on which you record your responses or the continuations of your responses. On each such page, indicate your name, your social security number, and the OF612 item numbers to which your responses apply.
- **Supplemental Academic Sufficiency Statement.** You must complete the Statement of Academic Sufficiency supplement to the OF612, to which you must attach the following additional supplemental statements:
 - One (1) Letter of Reference from a current faculty member who is fully knowledgeable of your potential for successful learning, your knowledge, and your ability. See remainder of application package for instructions about the content of this Letter of Reference.
 - One (1) additional Letter of Reference from either a current or former faculty member, or a current or former supervisor who is fully knowledgeable of your potential for successful learning, your knowledge, and your ability. See remainder of application package for instructions about the content of this Letter of Reference.

- Official (certified) or unofficial (current and accurate, but not certified) copies of all of your transcripts from all the institutions of higher learning you have attended.
- **Supplemental Competency Statement.** You must complete the OF612 Supplemental Competency Statement with narrative responses that describe the level of your attainment of the knowledge and ability factors indicated. See remainder of application package for instructions about the content of this supplemental statement.
- **Supplemental Statement of General Academic and Employment Conditions.** If you agree with the all of the academic and employment conditions required for your receipt of scholarship assistance and appointment under the Information Assurance Scholarship and Student Career Experience Program, and wish to be considered for it, you must complete the OF612 Supplemental Statement of General Academic and Employment Conditions, and include it in your application package.

Your school (CAE/IAE) is required by the Department of Defense to assist in the evaluation of Information Assurance Scholarship Program applicants. *At its discretion, your school may require that you provide additional information or material to enable its evaluation of your eligibility and candidacy for scholarship assistance.* The school may not decrease the requirements of the DoD IASP. If your school requires written information or material in addition to that described above, that additional information or material shall constitute an **OF612 Optional Center of Academic Excellence in Information Assurance Education Supplement**, and must be included in your application package for you to receive full consideration. Contact the Information Assurance Scholarship Program liaison for your school to find out if your school has additional application requirements. (See the web annex titled “Centers of Academic Excellence in Information Assurance Education” for the points of contact.)

OF 612 Application for Federal Employment

Paper copies of this announcement should have Office of Personnel Management Optional Form (OF) 612 – Optional Application for Federal Employment collated at this location in the vacancy announcement. If not, please follow instructions below to obtain a copy, which must be included in the package.

PROSPECTIVE APPLICANTS VIEWING THIS ANNOUNCEMENT ON A WORLD WIDE WEB SITE WILL BE ABLE TO ACCESS OF612 – OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT, BY CLICKING ON THE HOT LINK BELOW. AT THIS LINK, APPLICANTS WILL BE ABLE TO FILL OUT THE OF612 AND DOWNLOAD PRINTED COPIES OF THEIR APPLICATIONS FOR SUBMISSION TO THEIR CENTER OF EXCELLENCE IN INFORMATION ASSURANCE EDUCATION.

CLICK ON THE FOLLOWING LINK TO ACCESS OF612

<http://www.opm.gov/forms/html/of.htm>

Should applicants have any questions about this vacancy announcement or the information assurance scholarship and student career experience program application process, they should contact the University point of contact first, and then visit the DoD IASP Web Site to see the frequently asked questions (<http://www.dod.mil/c3i/iasp>). If further information or clarification is needed, the applicant may then E-mail or call the DoD representative below for more information:

Ms. Christine Nickell, DoD IASP
National Security Agency
Attn: NIETP, I2, Suite 6752
9800 Savage Road
Fort George G. Meade, MD 20755-6752
Phone: 410-854-6206
Email: c.nicke2@radium.ncsc.mil

9. OF612 - OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT SUPPLEMENTAL ACADEMIC SUFFICIENCY STATEMENT

Applicants for the Information Assurance Scholarship and Student Career Experience Program must provide certain information about their academic standing to enable a review of academic sufficiency by the appropriate Center of Academic Excellence in Information Assurance Education (college or university).

You MUST provide ALL of the information required below to receive full consideration. You must obtain and attach certain additional materials to this statement for it to be complete. **All information and material that you attach to this statement shall become part of your OF612 - Optional Application for Federal Employment.**

Provide complete responses to all information requirements, as applicable to you, and attach the additional documents required. When you are finished, sign and date this statement, and attach it to your OF612 - Optional Application for Federal Employment.

1. I am currently enrolled, or accepted for enrollment, at the following Center of Academic Excellence in Information Assurance Education (CAE/IAE):

(College or University)

2. Beginning in Academic Year 2003-2004, I will enter the ____ Junior Year ____ Senior Year of an undergraduate program with a declared major in:

(Discipline)

3. Beginning in Academic Year 2003-2004, I will begin the ____ first ____ second year of a ____ masters, ____ doctoral, or ____ graduate certificate program in:

(Discipline)

4. Number of college credits earned to date: _____ Total number required for graduation: _____

5. I expect to graduate _____.
(Month/Year)

6. I am a resident of the state of _____ for tuition purposes.

7. My Academic Advisor's name is: _____

8. My highest ACT or SAT Scores are: _____(V) _____(M)

9. My highest GRE Scores are: _____(V) _____(Q) _____(A)

10. a. I have listed all colleges or universities I have attended below, starting with the current institution in which I am enrolled (or accepted for enrollment) as of the date of this statement:

Institution	City, State	Dates Attended	Degrees Earned
-------------	-------------	----------------	----------------

(or Expected)

GPA/Base at the foregoing institution: _____/_____

GPA/Base at the foregoing institution: _____/_____

GPA/Base at the foregoing institution: _____/_____

(if necessary, provide additional institution information on a separate sheet attached to this).

b. I have attached my (official or unofficial) transcripts from all of the colleges and universities listed above that I have attended.

10. I have attached plain 8 ½" X 11" paper on which I have indicated my name and social security number, and described any academic recognition (certifications included), honors, distinctions, or awards that I have received. This is very important, as it counts towards the evaluation criteria.

NOTE

*The recognition, honors, distinctions, or awards that you describe in this supplemental statement **need not be job-related.***

Be sure that you include any scholarships, membership in any honorary societies to which you were admitted because of academic accomplishment, and any significant leadership roles in academic groups, organizations, societies, or associations to which you were nominated or elected.

*Provide sufficient **summary** information for others to understand the period or date of the accomplishment, the institution or organization awarding it, and what you did to earn it.*

DO NOT attach copies of degrees, certificates, other commemorative memorabilia, compositions or publications, unless it is not possible for others to understand the nature of your accomplishment by reading your summary description. None of the materials attached to your OF612 will be returned to you.

11. I have attached two (2) Letters of Reference to this supplemental statement from persons knowledgeable of my potential for successful learning, as well as my knowledge and ability. At least one of these letters is from a current faculty member (or a most current faculty member), and the second letter is from either a current or former faculty member, or a current or former employer. Each letter contains the name, position or title, telephone number, email address, and institutional or organizational address of the referee. In addition, I have

requested that each referee refer to and address the following factors:

a. The relationship of the referee to you. (The referee states whether the information is based on an academic or employment relationship.)

b. The length of the relationship. (The referee states how long he or she has known you.)

c. An assessment of your potential for academic success and fulfillment of degree requirements. (Advise your referees that your college or university will base a determination of your academic sufficiency, in part, on the letters of reference that you submit.)

d. An assessment of your knowledge and ability in the following six (6) competency areas:

Knowledge of the techniques of the information security discipline, including encryption, access control, physical security, training, threat analysis, and authentication.

Knowledge of the human factors in information security, including human computer interaction, design, training, sabotage, human error prevention and identification, personal use policies, and monitoring.

Ability to identify and analyze problems, distinguish between relevant and irrelevant information to make logical decisions, and provide solutions to individual and organizational problems.

Ability to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.

Ability to make clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Ability to express facts and ideas in writing in clear, convincing and organized manners appropriate to the audience and occasion.

By signing this supplemental statement, I acknowledge that the information given above is true and correct:

Your Name (Type or Print): _____

Social Security Number: _____

Your Signature: _____ Date: _____

10. OF612 - OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT SUPPLEMENTAL COMPETENCY STATEMENT

On plain 8 1/2" X 11" paper, titled as above, describe your knowledge and ability in each of the six (6) competency areas below. Indicate your name and social security number on each page. Limit your responses on all six-competency areas to a total of three pages. **DO NOT** attach copies of degrees, certificates, awards, compositions, publications, or commemorative memorabilia. None of the materials attached to your OF612 will be returned to you.

Knowledge of the techniques of the information security discipline, including encryption, access control, physical security, training, threat analysis, and authentication.

Knowledge of the human factors in information security, including human computer interaction, design, training, sabotage, human error prevention and identification, personal use policies, and monitoring.

Ability to identify and analyze problems, distinguish between relevant and irrelevant information to make logical decisions, and provide solutions to individual and organizational problems.

Ability to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.

Ability to make clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Ability to express facts and ideas in writing in clear, convincing and organized manners appropriate to the audience and occasion.

11. OF612 - OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT SUPPLEMENTAL STATEMENT OF GENERAL ACADEMIC AND EMPLOYMENT CONDITIONS

To be considered for the Information Assurance Scholarship and Student Career Experience Program, you must agree to certain academic standards and conditions of employment. This OF612 supplement describes those conditions. Read this statement carefully, and indicate your elections, where appropriate. When you understand all of the conditions completely, and agree with all of them, sign and date the statement, and include it with your OF612 - Optional Application for Federal Employment.

1. In order to receive financial assistance (a scholarship) or appointment under the Information Assurance Scholarship and Student Career Experience Program, you must be enrolled (or accepted for enrollment) at one of the institutions of higher education designated by the National Security Agency as a Center of Academic Excellence, or enrolled (or accepted for enrollment) in an institution selected by a Center of Academic Excellence as a collaborating partner in the Information Assurance Scholarship Program.
2. In order to receive financial assistance (a scholarship) or appointment under the Information Assurance Scholarship and Student Career Experience Program, the Center of Academic Excellence at which you are enrolled (or accepted for enrollment) must submit a successful grant proposal to the Department of Defense to establish the Information Assurance Scholarship Program on your campus.
3. In order to receive financial assistance (a scholarship) or appointment under the Information Assurance Scholarship and Student Career Experience Program, you must be enrolled (or accepted for enrollment) in a full-time program leading to an undergraduate or masters degree, a graduate certificate or doctoral degree, and pursuing a course of study and/or have a declared major in one of the scientific, technical or managerial disciplines related to computer and network security, with a concentration in an information assurance function. (In accordance with 5 CFR 213.3202(b)(2), an individual who needs to complete less than the equivalent of half an academic course load in the class enrollment period immediately prior to graduating is still considered a student for purposes of this program.)
 - a. For these purposes, the scientific, technical and managerial disciplines related to computer and network security are:
 - i. Mathematics
 - ii. Biometrics
 - iii. Electrical Engineering
 - iv. Electronic Engineering
 - v. Computer Science
 - vi. Computer Engineering
 - vii. Software Engineering
 - viii. Computer Programming
 - ix. Computer Support
 - x. Data Base Administration
 - xi. Computer Systems Analysis
 - xii. Operations Research
 - xiii. Information Security (Assurance)
 - xiv. Business Management or Administration

- b. For these purposes, the information assurance functions are:
 - i. System/Network Administration and Operations
 - ii. Systems Security Engineering
 - iii. Information Assurance Systems and Product Acquisition
 - iv. Cryptography
 - v. Threat and Vulnerability Assessment, to include Risk Management
 - vi. Web Security
 - vii. Operation of Computer Emergency Response Teams
 - viii. Information Assurance Training, Education and Management
 - ix. Computer Forensics
 - x. Defensive Information Systems
- 4. If you are an undergraduate student, you must maintain an overall 3.0 out of a 4.0 grade point average (or an analogous rank based on a comparable scale) in order to receive financial assistance (a scholarship) under the Information Assurance Scholarship Program. If you are a graduate student, you must maintain an overall 3.2 out of a 4.0 (or an analogous rank based on a comparable scale) in order to receive financial assistance (a scholarship). Failure to maintain these minimum grade point averages constitutes grounds for immediate termination of financial assistance and your appointment under the Information Assurance and Student Career Experience Program.
- 5. Except for small achievement awards (not to exceed \$2,000 in any academic year), you may not accept simultaneous remuneration from another scholarship or fellowship while receiving financial assistance under the Information Assurance Scholarship Program. If you are in a graduate program, you may receive a reasonable amount of remuneration for teaching or similar activities as are, in the institution's opinion, contributory to your academic progress. Except where state or local law, court or proper administrative order declares otherwise, the Department of Defense shall assume that the development of students, not service to the academic institution, will govern the assignment of these activities.
- 6. In order to receive financial assistance (a scholarship) under the Information Assurance Scholarship Program, you must agree to accept a federal appointment under the Student Career Experience Program. You may be appointed under this program as a GS-4, GS-5, GS-7, or GS-9, based on your qualifications, and the needs and conditions of the appointing defense component. During your period of service under this appointment, you must accept and perform intern assignments designed to enhance your academic studies in information security. These assignments will be scheduled at times mutually agreeable to you, your school, and the Department of Defense component that appoints you. If you are appointed under the SCEP program, vs. another agency internship program, you will be required to perform 640 hours of work, prior to graduation.
- 7. In order to receive financial assistance (a scholarship) under the Information Assurance Scholarship Program, you must agree to work for the Department of Defense, after the award of your degree, as a civilian* employee for one calendar year for each academic year, or partial year, for which financial assistance (scholarship) is received. *See paragraph 8 for terms of Reserves/National Guard, should you desire this option. This requirement is called "obligated service". The work you perform during internship under the Student Career Experience Program DOES NOT COUNT toward satisfaction of your obligated service requirement.
- 8. Should you desire to work for the Department of Defense in the Reserves or National Guard, you must agree to the obligated service terms of two for one in order to receive financial assistance (a scholarship) under the Information Assurance Scholarship Program. "If you are interested in the National Guard or Reserves as a means to meeting your obligated

service requirements, please indicate this in Section 10 and at the bottom of this application .

9. In order to receive financial assistance (a scholarship) or appointment under the Information Assurance Scholarship and Student Career Experience Program, you must agree to be mobile. On appointment under the Student Career Experience Program, you will be required to sign an agreement to accept assignments that involve travel or changes in duty stations, assignments in different organizations, assignments in different functional areas, and assignments in different geographic areas, during your internship AND during your incumbency of any permanent, full-time position to which you are converted on program completion. Your travel under this agreement, and the travel of all Department of Defense civilian employees, is governed by the Federal Travel Regulations and the Department of Defense Joint Travel Regulations. These regulations provide for travel benefits, and pay or reimbursement of your travel expenses, on an incidental, case-by-case basis; it is not possible to specify your exact entitlement to travel benefits at this time.
10. The Department of Defense does not guarantee that your preferences for agency assignment under the DoD Scholarship (or Student Career Experience Program), or in a permanent position to which you are subsequently converted, can be honored. Your preferences will be taken into account, along with all other relevant factors such as: mission, functional, and staffing requirements; the exigencies of service; the availability of funds; and, any hardships you may demonstrate. Nonetheless, your agency preferences are important to the department. Therefore, you may specify up to three agency preferences below, if you wish. You are not required to complete these preference selections. You may specify city and state of preference, if know as well. For information on Department of Defense Agencies, you may view the following web site which contains the Office of the Secretary of Defense, Defense Agencies and DoD Field Activities, Organization and Functions Guidebook: <http://www.defenselink.mil/pubs/ofg/>:
 - a. My first choice for DoD Agency/Component is: _____
 - b. My second choice for DoD Agency/Component is _____.
 - c. My third choice for DoD Agency/Component is: _____.
11. In order to receive financial assistance (a scholarship) under the Information Assurance Scholarship Program, you must agree to reimburse the United States should you voluntarily terminate your employment with the Department of Defense before the end of your period of obligated service. (See also item 7 above.) Should you terminate your appointment under the Information Assurance Scholarship Program or the Student Career Experience Program, decline or refuse to honor your commitment to accept permanent employment, or, voluntarily terminate permanent employment before you have fulfilled your period of obligated service, you must reimburse the United States, in whole or in part, the cost of the financial (scholarship) assistance provided to you. An obligation to reimburse under this condition of employment is for all purposes considered to be a debt owed to the United States.
12. In order to receive financial assistance (a scholarship) or an appointment under the Information Assurance Scholarship and Student Career Experience Program, you must agree to sign certain forms authorizing a background investigation to permit the appointing agency to make a determination as to your suitability for federal employment.
13. You will be required to obtain and maintain eligibility for a security clearance in order to receive financial (scholarship) assistance or an appointment under the Information Assurance Scholarship and Student Career Experience Program. You may be required to undergo certain tests, including drug and polygraph tests, to obtain and maintain a clearance. Before awarding

you a scholarship or hiring you, you will be required to complete certain forms to initiate the security clearance process. Some of these forms will require that you reveal extensive information about your background, such as potentially sensitive information about your financial circumstances and any arrests and/or convictions for offenses of any kind. You must agree to all of these conditions of employment and you must complete these forms as a condition of financial assistance and appointment.

By signing this OF612 Supplemental Statement of General Academic and Employment Conditions, I acknowledge that I have read, understand, and agree to all of its conditions:

Name (printed):

Social Security Number: _____

Signature: _____ Date: _____

_____ I would be interested in the Reserves or National Guard participation as a means to meeting my obligated service requirements.

**DoD IASP Solicitation
ANNEX to ATTACHMENT D**

CENTERS OF ACADEMIC EXCELLENCE IN INFORMATION ASSURANCE EDUCATION – Points of Contact

NOTE: Student Applicants are responsible for confirming the point of contact at the University.

CARNEGIE MELLON UNIVERSITY

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DREXEL UNIVERSITY

Drexel University
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College of Engineering
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GEORGE MASON UNIVERSITY

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GEORGE WASHINGTON UNIVERSITY

Professor Lance Hoffman
George Washington University
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hoffman@seas.gwu.edu

GEORGIA INSTITUTE OF TECHNOLOGY

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College of Computing
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mpalmer@cc.gatech.edu
<http://www.gtisc.gatech.edu/>

IDAHO STATE UNIVERSITY

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IOWA STATE UNIVERSITY

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JAMES MADISON UNIVERSITY

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MISSISSIPPI STATE UNIVERSITY

Mississippi State University
C/o Rayford Vaughn
Department of Computer Science
Box 9637 (or Corners of Barr & Perry)
300 Butler Hall
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NEW MEXICO TECH

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NORTH CAROLINA STATE UNIVERSITY

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NORTHEASTERN UNIVERSITY

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Agnes Hui Chan
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NORWICH UNIVERSITY

Norwich University
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POLYTECHNIC UNIVERSITY, NEW YORK

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PURDUE UNIVERSITY

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STATE UNIVERSITY OF NEW YORK, BUFFALO

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UNIVERSITY OF MARYLAND, UNIVERSITY COLLEGE

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DoD INSTITUTIONS – For Information Only

AIR FORCE INSTITUTE OF TECHNOLOGY

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INFORMATION RESOURCES MANAGEMENT COLLEGE, NDU

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NAVAL POSTGRADUATE SCHOOL

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UNITED STATES MILITARY ACADEMY, WEST POINT

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